

# **LABORATORY TECHNICIAN (WATER RECLAMATION FACILITY)**

FLSA Status – Non-Exempt

EEO Code – C/Technicians

Class Code – E331

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## **GENERAL DESCRIPTION OF THE DUTIES**

This position conducts a variety of laboratory work to ensure the proper treatment of wastewater within the treatment facility, including; sampling, analyzing, recordkeeping, and generating reports.

## **SUPERVISION RECEIVED**

Works under the general supervision of the Wastewater Services Manager. Receives work assignments and direction from the Senior Laboratory Technician.

## **SUPERVISION EXERCISED**

Supervision is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel on laboratory policies and procedures.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Performs gravimetric, bacteriological and chemical analyses of sewage, sludge, groundwater, and industrial waste, (e.g., Bio-chemical Oxygen Demand, Total Suspended Solids, Total Volatile Suspended Solids, Total Volatile Solids, pH, chlorine residual, etc). Prepares reagents and standards for use in laboratory analyses.
2. Maintains accurate logs and records for all analyses, equipment, and instruments as required by laws, regulations, and procedures.
3. Performs sample collection.
4. Performs quality control checks on analyses, procedures, and equipment.
5. Performs minor routine and/or preventive maintenance on laboratory instruments and equipment, including automatic samples, to ensure its availability for use in conducting necessary tests and samples.
6. Follows all safety rules and procedures established for work areas.

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## **OTHER JOB FUNCTIONS**

1. Maintains proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

- Thorough knowledge of chemistry, mathematics, and the principles, methods, materials, instruments and equipment used in a wastewater laboratory.
- General understanding of wastewater treatment processes and principles; sewage sampling techniques; and safety (including biohazards) associated with sewage treatment.

### **Skills**

- Skill in establishing and maintaining effective working relationships with individuals from diverse backgrounds.
- Skill in maintaining accurate and legible records.

### **Ability**

- Ability to communicate effectively with the public, members of outside agencies, and employees.

## **EXPERIENCE, EDUCATION AND CERTIFICATIONS**

Equivalent to high school education plus additional specialized courses in chemistry, biology or related field. Experience performing typical wastewater analyses (e.g., BOD, TSS, COD, E.coli, etc.) or similar tasks. Training and/or experience in using computer office applications for preparing word documents, spreadsheets and databases, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

Valid Oregon Drivers License (Class C minimum).

## **DESIRABLE EXPERIENCE, EDUCATION AND CERTIFICATIONS**

Completion of post high school coursework in laboratory science, chemistry, biology, or related field. Previous experience within the City wastewater treatment facility.

## **WORKING CONDITIONS**

The majority of the work period is spent in the laboratory with exposure to chemicals, acids, wet surfaces, pathogens, odors, noise, and fumes. May require working weekends, holidays, and rotating shifts.

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## **PHYSICAL AND MENTAL DEMANDS**

While performing the duties of this position, the employee is frequently required to stand, sit, communicate, and reach and manipulate objects, tools, or controls. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and infrequently weighing up to 25 pounds. Manual dexterity and coordination are required over 50 percent of the work period while conducting laboratory analyses. Reasonable accommodation will be made to otherwise qualified individuals with a disability.

**Approved By** \_\_\_\_\_ **Date** \_\_\_\_\_  
(Department Director)

**Adopted By** \_\_\_\_\_ **Date** \_\_\_\_\_  
(City Manager)

**Established:** 10/94

**Revised:** 05/01

05/04

12/10